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QUIPORT
AEROPUERTO INTERNACIONAL DE QUITO

**XIV ALACPA INTERNATIONAL SEMINAR OF AIRPORT PAVEMENTS /
XII FAA AIRPORT PAVEMENTS WORKSHOP /
VII SHORT COURSE FOR AIRFIELD PAVEMENT MAINTENANCE**

(Quito, Republic of Ecuador, from 28 May to 1st June 2018)

GENERAL INFORMATION

1. Meeting venue and dates

The XIV ALACPA International Seminar of Airport Pavements / XII FAA Airport Pavements Workshop / VII Short Course for Airfield Pavement Maintenance, will be carried out in Quito, Capital of Ecuador, from 28 May to 1st June 2018 in the facilities of Swissotel located in Av. 12 de Octubre 1820 and Luis Cordero.

2. Address and contact in Swissotel Quito:

Mrs. Fernanda Lara

Sales Manager

Swissôtel Quito

12 de Octubre 1820 and Luis Cordero | Quito | Ecuador

Tel: +593 2 256 7600 Ext 6744 | Fax: +593 2 256 8080 | Cel: +593 9998 34973 | flara@swissuio.com

3. Opening Session

Monday 28 May, 2018, at Swissotel Quito.

Participants registration of: 08:00 – 09:00

Opening of the event: 09:00 - 09:30

The Schedule of Activities will be distributed shortly. A technical visit to the Quito International Airport is being planned for Friday 1st June until midday, appropriate dressing should be foreseen. Participants who have return flights on that day will be able to take their baggage.

4. Language and documentation

Los idiomas serán español e inglés. Habrá servicios de interpretación y traducción simultánea. Todas las presentaciones serán entregadas en USB y aquellas que por coordinación de tiempo no lo estén, podrán ser bajadas de la página web de ALACPA <http://alacpa.org>.

Se recomienda que los asistentes lleven su computador portátil para participar en las actividades de la Agenda Técnica en especial lo relacionado con los programas de la FAA.

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The languages will be Spanish and English, with simultaneous interpretation and translation services. An USB will all the presentations will be provided and those that are not included in the USB, due to coordination issues, will be available in the ALACPA website <http://alacpa.org>.

It is recommended that participants bring their laptops to participate in the activities of the Technical Agenda, especially those topics related to the FAA programmes.

5. Participants Registration

It is required that participants of the Civil Aviation Authorities register in advance with ICAO SAM (icaosam@icao.int) or NACC (icaonacc@icao.int) Regional Office to which the State is accredited, submitting their registration form as soon as possible to the corresponding ICAO electronic mail, with copy to registro2016@alacpa.org.

Participants who are not from the aeronautical authority are requested to make a Pre-Registration by submitting their registration form as soon as possible by e-mail to registro2016@alacpa.org.

Also, the annual membership fee should be paid through PayPal in the site <http://alacpa.org/membresia.html>.

Confirmation of registration will take place during the first day of the event, from 08:30 to 09:00 am, handing your duly completed registration form. Likewise, participants are requested to use the badges that will be provided during the entire event.

6. Event Coordinators/Contact Information

Mr. Fernando Ratto

Vicepresident ALACPA

E-Mail: fratto@alacpa.org / registro2018@alacpa.org

Mr. Jaime Calderón

ICAO NACC Regional Office

E-mail: jcalderon@icao.int

Mr. Fabio Salvatierra

ICAO SAM Regional Office

E-mail: fsalvatierra@icao.int

7. Temperature

The weather in Quito is often very variable, different temperatures can be experienced during the same day, starting very early with 10°C, at midday probably a maximum of 19° up to 21°C and from 18:00 h temperature of 8°C. Showers are possible during these dates.

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8. Transportation to and from the airport

The Mariscal Sucre International Airport of Quito is located in the Tababela sector. Depending on the location and traffic, it could take from 30 to 45 minutes from the airport to the city.

Taxis have mandatory rates according to the zones of the city. The lower price from the airport to the city is USD 25 and can include up to 3 people. This service is safe and fast. If you are in the zone of Cumbayá, Tumbaco or Puembo the rate is lower, USD 15. From the airport to the hotels zone of Quito, taxis of the “Cooperativa Aeropuerto Mariscal Sucre” number 34 and the “Asociación de Cooperativas del Valle (Univalle)” are recommended. They operate 24 hours during all the year.

For reservations:

Univalles: (593 2) 223 2323 / (593 9) 8340 8394

Coop. Aeropuerto: (593 2) 281 8021 / (593 9) 9992 8350

To the Airport from the hotels zone of Quito, it is recommended to use Fast Line at 22-22-222 or FedeAmigo Taxis, telephone: 22-28-999 / 25-11-511 or request via WhatsApp to (+593) 983-511-511.

9. Transportation to and from the event venue

Participants staying at Swissotel will easily access the Room where the event will take place.

For participants staying in another hotel near the venue of the event, it is suggested to use taxis.

Recommended companies for transportation within the city:

- Fast Line at 22-22-222
- FedeAmigo Taxis, telephone: 22-28-999 / 25-11-511 or via WhatsApp at (+593) 983-511-511
- Cooperativa de Taxis San Gabriel: 22-45-347
- EasyTaxi and Uber applications operate very well inside the city.

10. Suggested hotels in Quito

The reservations should be made directly at the selected hotel with enough time in advance indicating the name of the meeting in which you will participate. Prices may vary, please consult the hotel of your preference.

Hotel	Address/telephone	Simple USD \$	Double USD \$
Swissotel Quito Venue of the event.	Av. 12 de Octubre 1820 and Luis Cordero Telephone: +593 2 256 7600 Reservations should be made through our group coordinator, Gloria García (ggarcia@swissuio.com) under the name of the event, in order to obtain the rates, including the check in and out information for coordination purposes, up to a maximum of 15 working days.	\$161.35 Taxes included. Full Buffet breakfast inside the restaurant Café Quito.	\$195* to be confirmed. Taxes and Buffet breakfast included.

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Hotel	Address/telephone	Simple USD \$	Double USD \$
Holiday Inn Express®, Quito	Av. Orellana E6-54 and Reina Victoria, at the corner Telephone: +593 2 299 73 33 Reservations should be made from Monday through Friday via email at reservas@hiequito.com.ec or calling +593 2997399, on weekends and holidays submit your request to recepcion@hiequito.com.ec or call +593 2997333	\$116.18 Taxes and Buffet breakfast included	\$128.38 Taxes and Buffet breakfast included
Sheraton Quito	Avenida República de El Salvador N36-212 and Naciones Unidas Telephone: +593 2 297 0002 For reservations to our telephone +5932 2970002, or via e-mail to: reservas@sheraton-quito.com.	\$175.05 Taxes and Buffet breakfast included	\$187.25 Taxes and Buffet breakfast included
JW Marriott Quito	Avenida Orellana 1172 y Avenida Amazonas Telephone: +5932 2972000 For reservation directly in the website https://www.espanol.marriott.com/reservation/availabilityCalendar.mi .	\$215.03 Taxes and Buffet breakfast included	\$215.03 Taxes and Buffet breakfast included

11. Passport, visa and vaccinations requirements

To entry the country, usually a valid Passport and visa with a minimum validation of six (6) months is required. However, it is suggested to verify this requirement in the embassy or consulate of Ecuador located in your country. In case you are member of the Andean Community (CAN), of which Bolivia, Ecuador, Colombia and Peru are members, and Argentina, Brazil, Chile, Uruguay and Paraguay are associated, only the national identity document is required to enter the country. Also, please consult if a vaccine is required against yellow fever or other.

12. Money Exchange

The common currency in Ecuador is the US dollar. Credit cards such as American Express, Mastercard and VISA, are usually accepted in hotels, shopping centers and restaurants. It is recommended to have American dollars available for payment of taxi services, as well as for buying in small stores.

13. Hospitals

In case of emergency and if necessary, the following services are recommended:

- HOSPITAL METROPOLITANO, located in Av. Mariana De Jesús and Nicolás Arteta
Telephone: (593) 2 - 399 – 8000, Hospital with health service coverage in all the specialties, subspecialties, radiotherapy unit, executive examination and Day Hospital.
- AXXIS HOSPITAL, located in Av.10 De Agosto N39-155 and Diguja.
Telephone: (593) 2 - 398 - 010014.
- NUEVA CLINICA INTERNACIONAL, located in Av.América N32-82 and Atahualpa.
Telephone: (593) 246 04 90.

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14. Electricity

110 Voltios/60Hz.

15. Airport tax

Airport tax is included in the air tickets.

16. Tours

Information will be provided at the Hotel and during the event.

- END -